

**TOWN OF WEBSTER
PLANNING BOARD
MEETING MINUTES SEPTEMBER 21, 2017**

At 6:30 pm Chairperson Rauth convened the regularly scheduled meeting of the Planning Board and took attendance. Members present were Vice Chair Susan Roman, Selectman Bruce Johnson (arrived @ 7:00 pm), Paul King and alternate members Craig Fournier and Kathy Bacon. Craig Fournier was designated as a voting member due to the absence of Member Lehmann. Members of the public in attendance were Sarah Kimball (applicant), Sally Becker (applicant), Web Stout, NH Licensed Surveyor and agent for Roger and Sally Becker, Nate Mock (abutter to the Beckers), and Nancy Cummings (abutter to Sarah Kimball).

6:32 pm PUBLIC HEARING -The next order of business was a **public hearing for PB Case No. #17-05 to review and accept or reject the application as submitted by Sarah Kimball of 390 White Plains Road for a hair salon home business and then to either approve or disapprove the application.** While reviewing the application, Vice Chair Roman had noticed that Roman numeral *III. Development Data* was not filled out. Mrs. Larson, recording secretary, stated that was her oversight when she reviewed the application. After a brief discussion, Vice Chair Roman stated she would be happy to waive it due to the nature of the type of business. She was not concerned about not having the information. But on an ongoing basis, that section should be filled out.

Chairperson Rauth invited Mrs. Kimball to make her presentation to the Board. She stated she had been a hairstylist for 17 years and she was ready to be her own boss. She felt having a hair salon in town would be very beneficial to the residents. It would give her more time to spend with her children and family.

Chairperson Rauth clarified with Mrs. Kimball that the salon would be in an existing room in her home. Mrs. Kimball answered the salon would be in her walkout finished basement. Chairperson Rauth then reviewed the ZBA special exception approval letter for a home business with the conditions. Acting Member Fournier asked Mrs. Kimball about the neighbors. She stated that George and Nancy Cummings seem to approve of it; Ron and Michele Derby were OK with it; Mrs. Kimball's brother is an abutter and has not responded. Mrs. Kimball added that her driveway was over 2000 feet long – her home cannot be seen from White Plains Road. Vice Chair Roman stated that after referring to the Town's maps, Mrs. Kimball was not in the aquifer overlay district.

Chairperson Rauth asked Mrs. Kimball about off-street parking and trucks loading and unloading. Mrs. Kimball stated her supplies would be delivered by UPS not large trucks. The turnaround of her driveway in front of her house can accommodate at least four pick-up trucks. Vice Chair Roman asked about lighting. Mrs. Kimball stated there are flood lights on the house and garage. Vice Chair Roman asked about the septic design; did Mrs. Kimball have to check with anybody about whether it can handle her proposed business? Mrs. Kimball stated the State Board of Cosmetology and Barbering does not address septic requirements. Vice Chair Roman asked about the size of the septic system. Mrs. Kimball was not sure; she stated her house had four bedrooms. Vice Chair Roman asked Mrs. Kimball about the number of clients she would have in a week. Mrs. Kimball could not answer the question definitively – all depends on the services the clients would be seen for.

Acting Member Fournier stated he thought the business would be great for the town. His concern was that the approval for the special exception and the site plan should only be for Mrs. Kimball; would not be attached to the property if she ever sold her home.

Chairperson Rauth referred to the draft minutes from the ZBA hearing on September 12th regarding the requirements for a home business under the Office of Professional Licensure and Certification, Board of Barbering, Cosmetology and Esthetics, which included accessible bathroom, two means of exit, air purifier for noxious fumes, shampoo sink and so forth. Mrs. Kimball gave the Board a copy of the actual requirements from the office stated above. A brief discussion followed regarding the use and accessibility of a bathroom. Mrs. Kimball has two bathrooms; the one for the salon is at the top of the stairs from the basement; her clients would not be using the family bathroom.

Vice Chair Roman asked if the parking area was large enough for clients to turn around and drive straight out to White Plains rather than backing out. Mrs. Kimball stated in the affirmative. Nancy Cummings added that Mr. Kimball keeps the driveway "immaculate"; it is wide enough for two vehicles to pass each other.

Chairperson Rauth asked for public input. Nancy Cummings, an abutter from across the street, stated she was in favor of Sarah's proposal.

6:48 pm Chairperson Rauth closed the public testimony portion and opened the hearing for Planning Board comments and deliberation. Acting Member Fournier brought up his concerns again about the special exception and site plan approval being only for the applicant, i.e., if the property was ever sold, it would not be described as a house with a home business; it would just be a house for sale. Chairperson Rauth quoted from the following section in the Zoning Ordinance, Article V, "E. Expiration. A permit for a special exception shall be deemed to authorize only one particular use and shall expire if the use shall cease for more than one year for any reason."

Member King asked Mrs. Kimball how would someone in a wheelchair access the bathroom? She stated she would not be able to accommodate such disabled clients.

There were no opposing comments and no further questions.

Vice Chair Roman made a motion to approve both the application and the site plan; seconded by Acting Member Fournier and approved unanimously.

The next order of business was the review of **PB Case No. 17-06 for a Lot Line Adjustment/Annexation application from Roger and Sara Becker of 180 Mutton Road involving two lots both owned by the Beckers shown on Map 3; lots 20 and 21.** Chairperson Rauth stated the Board had seen this proposal at a conceptual consultation at the Planning Board meeting of August 17, 2017. She invited Mr. Web Stout, NH Licensed Surveyor and agent for the Beckers, to make the presentation. Mr. Stout set up his site plans and drawings for all to see. He explained that the adjustment would decrease lot 3-20 by 4.199 acres from 54.10 acres to 50.011 acres and increase lot 3-21 by 4.199 acres from 3.373 acres to 7.572 acres. During the presentation, Mr. Stout explained that he does his best to set granite posts as required by the Town for boundary markers. In some instances, however, that is not possible and he must use one inch rebar, four and one half feet long with eight to ten inches exposed.

There were no further questions. Vice Chair Roman commented that Mr. Stout's presentation was pretty much what the Board had seen during the conceptual consultation in August. Acting Member Fournier asked if the abutters had said anything. Mrs. Becker stated "no". Mrs. Larson stated no other abutters except Nate Mock were in attendance at this meeting and all abutters were notified by certified mail, as required. Mr. Mock stated he had spoken to Brittany Bailey, an abutter. He said she was all set – no problem.

Member King made a motion to accept the application as is; seconded by Acting Member Fournier and approved unanimously.

Before moving on to the next order of business, Vice Chair Roman briefly discussed her concerns about the future submissions of site plan applications. Chairperson Rauth suggested that as soon as the Board members receive a copy of the application, they should review it. A brief discussion ensued.

The next order of business was the review of Driveway Permit Application #17-08 from David & Susan Rotondi of 135 New Hampshire Drive. Mr. Rotondi presented a conceptual proposal for his driveway at the Planning Board meeting of

August 17, 2017. At that time he had not submitted an application or a scale drawing. Chairperson Rauth informed the Board that Mrs. Larson was in receipt of his Driveway Permit Application and a drawing and passed it around to the members for their review. Chairperson Rauth stated the Board should wait until a scale drawing is submitted before even looking at a conceptual proposal. Vice Chair Roman agreed and added that she had been in favor of the “horseshoe” shape driveway that was discussed with Mr. Rotondi in August. However, since then it has been determined there is not enough room for what the Board agreed upon and, it is in the Town’s right of way. Chairperson Rauth went over the process regarding driveway applications. Once an application is received, the Road Agent and Member King or another Planning Board member, go to look at the site because the Board just doesn’t approve a driveway application without getting input from the Road Agent. She told the Board the Road Agent had looked at this site and contacted Mrs. Larson. He felt the driveway was in violation, so to speak, of the Town’s right of way. Chairperson Rauth stated she had driven over to the site, too. She did speak with the Road Agent. He said he didn’t like the two entrances of the horseshoe design. Chairperson Rauth stated she believed the Planning Board could waive that if that was the only solution for this situation. She stated the Road Agent was mostly concerned about the right of way. She tried to contact Mr. Rotondi by leaving three messages at the number he provided on the application. Apparently, he did not get those messages, so Chairperson Rauth sent Mr. Rotondi a letter letting him know his application was not approved and to contact Mrs. Larson which he did by leaving a message and his cellphone number. After a brief discussion, Chairperson Rauth stated she would call Mr. Rotondi on his cellphone and try to resolve the matter by meeting with him, the Road Agent and Member King in the very near future.

The next order of business was review of the August 17th draft minutes. Chairperson Rauth suggested adding a sentence on page 1; 4th paragraph down; insert the following before the sentence that begins, “He thanked the Board for ...”

“The Board informed Mr. Rotondi of the requirement to submit an application and a drawing for approval, prior to constructing the driveway.”

Selectman Johnson made a motion to accept the meeting minutes of August 17, 2017 as amended; seconded by Vice Chair Roman and approved unanimously.

The next order of business was an update on the CIP project. Chairperson Rauth stated the Planning Board CIP Subcommittee did a really good job during the summer. She stated they were waiting for more information from the Road Agent, which she thought would be coming this month. Member King asked Selectman Johnson about the timeline of developing the town budget for 2018. Member King asked if it would be too late to get the CIP to the Select Board in November. Selectman Johnson did not think so. A brief discussion ensued. Chairperson Rauth felt the CIP project was a good tool for the Select Board for budgeting purposes.

The next order of business was an update of the Master Plan project. Chairperson Rauth stated 199 survey results had been finalized and tabulated. Selectman Johnson asked about the timeline regarding the Master Plan. Chairperson Rauth distributed a handout to the members which included a broad timeline. She stated it was just some background about the purpose and goals. She discussed conducting a “Visioning Session” in October and then work on rewriting and updating the Master Plan over the winter. Chairperson Rauth stated the current Master Plan had been completely updated in 2005. She stated she felt the Board should have a session to give people the opportunity to come and talk about the survey results. She stated that back in 2005 there had been over 40 people involved in the guided visioning process in addition to the department heads who reviewed their own sections of the Master Plan. Chairperson Rauth stated she felt the 2005 Master Plan had good structure, meeting all legal requirements for a Master Plan, but the data and narrative need to be updated. After a brief discussion, Chairperson Rauth stated she hadn’t contacted the different boards and committees yet about updating their sections. Selectman Johnson suggested working on certain sections now and then at Town Meeting ask for volunteers to bring it to completion. The discussion continued about the trends of the survey. Alternate Member Bacon stated one strong point was people would like to see a coffee shop or a restaurant. More discussion ensued. Acting Member Fournier stated most people do not want commercial zones. Chairperson Rauth stated the majority of the people

still like the small town rural atmosphere. Selectman Johnson suggested looking at the plan and what could be done rather simply now by doling it out to boards, committees and departments then see what's left; it may not be as big a project as they think. He also suggested the Planning Board, as a group, go through the survey to see what the top ten trends people want or don't want. A brief discussion ensued.

Before adjourning, Chairperson Rauth informed the Board that Mrs. Larson had attended the NHMA Right to Know workshop last week and made packets of information for the Board members which were distributed. A brief discussion ensued about the importance of public communication and how it is done.

8:36 pm Selectman Johnson made a motion to adjourn; seconded by Vice Chair Roman and approved unanimously.

These minutes were Approved as Written at the Planning Board meeting of October 19, 2017.

Respectfully,

Susan Rauth, Chairperson